

State of Michigan
Department of Civil Service
Hearings, Employee Relations, and Mediation
400 South Pine Street, P.O. Box 30002
Lansing, Michigan 48909
Phone: (517) 241-9096 or Fax: (517) 241-9099

REQUEST TO ORDER WITNESSES TO APPEAR AND/OR PRODUCE DOCUMENTS

IN THE MATTER OF: _____ and _____	
REFERENCE NUMBER(S): _____	HEARING DATE: _____
<p>The undersigned, who represents _____ in the above-captioned matter, hereby petitions for the issuance of (check appropriate boxes):</p> <ul style="list-style-type: none"><input type="checkbox"/> An Order for Appearance (order to a classified state employee to appear as witness).<input type="checkbox"/> An Order for Producing Documents (order to a classified state employee to produce the documents listed below).<input type="checkbox"/> An Order For Appearing and Producing Documents (order to a classified state employee to appear as a witness and produce the documents listed below).<input type="checkbox"/> A Subpoena (order to a person who is not a state employee to appear as a witness).<input type="checkbox"/> A Subpoena Duces Tecum (order to a person who is not a state employee to produce documents).<input type="checkbox"/> A Subpoena Duces Tecum (order to a person who is not a state employee to appear as a witness and produce the documents listed below).	
This Order/Subpoena applies to (individuals' names): 	
Documents being requested and date needed (if applicable): 	
The appearance and/or documents are being requested for the following reason(s): 	
_____ Signature of Applicant	_____ Date